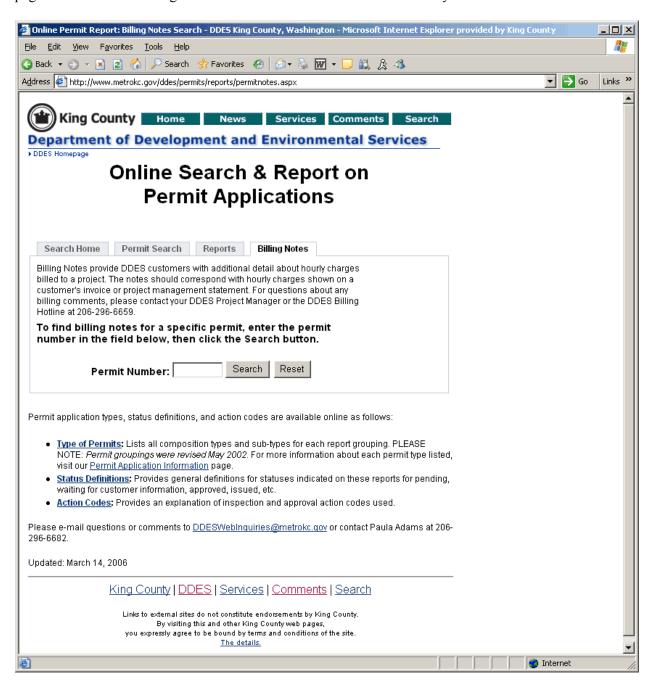
How to Use the Billing Notes Tab in the Online Search & Report on Permit Applications

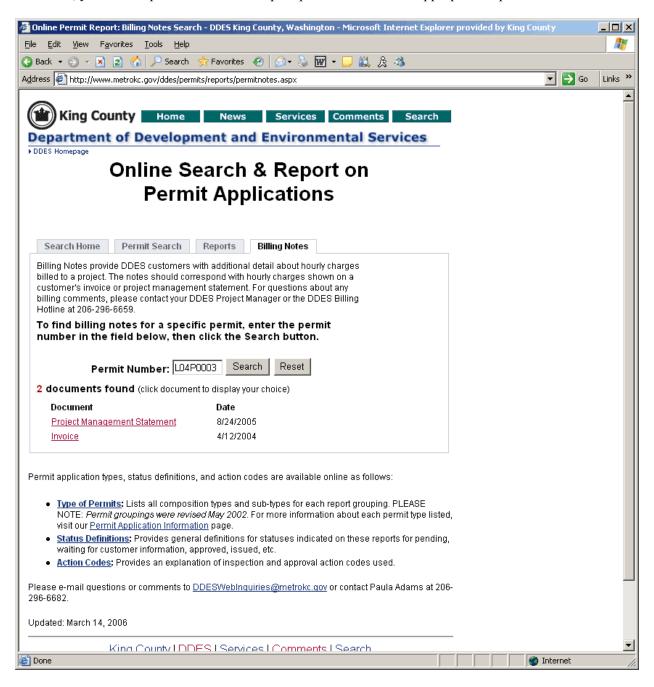
The Online Search & Report on Permit Applications has a slightly new look and the addition of a new tab: Billing Notes.

Billing Notes provide DDES customers with additional detail about hourly charges billed to a project. The notes should correspond with hourly charges shown on a customer's invoice or project management statement.

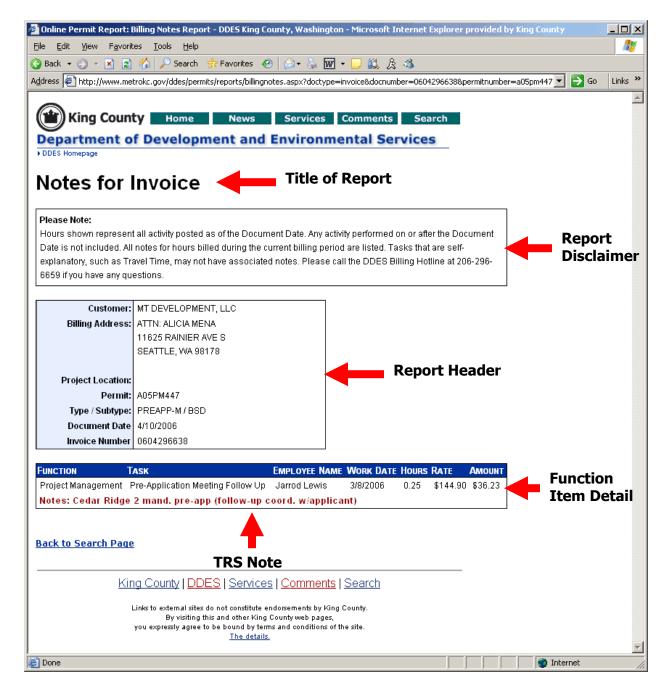
To view the Billing Notes, go to the Online Search & Report on Permit Applications at http://www.metrokc.gov/ddes/permits/reports/permitnotes.aspx. Click the "I Accept" button on the home page and select the "Billing Notes" tab to use the TRS Notes functionality.



Enter a permit number to search on. There are three types billing documents sent to our customers: Invoice, Project Management Statement, and Statement. If your permit has more than one billing document, you will be presented with multiple options to link to the appropriate report.



If the permit only has one report, you will directly go to the notes page after launching the search.



- Title of Report: Invoice, Project Management Statement, or Statement
- **Report Header:** General Customer and Report Information show at the top of the customer's billing statement
- Function Item Detail: Details of each billing item on the customer's billing statement
- **TRS Note:** Corresponds with the above function item detail. It describes the function performed by the DDES staff member and entered in the TRS Notes application.

If you still have questions about your invoice, project management statement, or statement, please contact the billing hotline at (206) 296-6659.